

**FRANKLIN COUNTY
OFFICE ON AGING
280 E. Broad Street, 3rd Floor
Columbus, OH 43215**

- J O B A N N O U N C E M E N T -

WORKING TITLE: Home Repair Assistant (Bargaining) **PCN:** 111601

SUPERVISOR: Steve Herman, Home Repair Manager

PRIMARY RESPONSIBILITIES:

Assist Home Repair Manager with administration of senior citizen home repair/home modification program; maintain client records in a manner which supports good clinical practice; make appropriate referrals to other agencies; interpret program guidelines to public; respond to public, case management and contractor inquiries; maintain spreadsheet; process invoices.

MINIMUM REQUIREMENTS:

High School Diploma or GED is desired. Knowledge of Microsoft Word and Microsoft Excel for word processing and spreadsheets preferred. Ability to calculate fractions, decimals, & percentages, and to read and write common vocabulary, plus three months experience in office practices & procedures, or equivalent. Basic knowledge of home repair, home maintenance, or housing related issues preferred. Desire good communication and organizational skills, plus knowledge of or the ability to learn community resources for older adults and about durable medical equipment. Ability to learn computerized client tracking system and good organizational skills, and experience working with older adults desired.

SCREENING CRITERIA:

- Experience with computers for word processing and spreadsheets.
- Experience in home repair.
- Experience in office practices and procedures.

DEADLINE FOR APPLYING: Monday, August 14, 2006

STARTING SALARY: \$11.72/hour, plus a comprehensive benefits package.

If interested, please send application/resume to Franklin County Human Resources Department, 373 S. High Street, 25th Floor, Columbus, Ohio 43215

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7/31/2006